

COMMUNITY CENTER MANAGER

Grade 31

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult paraprofessional work planning, organizing and directing community facility programs and staff; does related work as required. This position is designated as "Essential Personnel," requiring that employees respond and report to normal and after hours emergencies including inclement weather events, building emergencies, etc. Work is performed under general supervision. Supervision is exercised over facility and program staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and supervising recreation center, senior center or community facility activities, programs, staff and events; enforcing rules; scheduling activities; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages community center, supervises activities; schedules center use.
- Develops potential rentals and administers rental agreements; collects and accounts for rental fees; researches and develops potential rentals; meets with renters and explains rental procedures and costs.
- Plans, organizes and directs daily operation, which may include both indoor and outdoor facilities.
- Manages visiting public and employee's safety; manages center and grounds security; manages center upkeep and grounds cleanliness, functionality and attractiveness.
- Develops work schedules; reviews and checks employees compliance with instructions; trains employees and evaluates employee's performance; review applications, interviews and recommends hiring selections.
- Trains and supervises staff for various software use, daily cash reports and various deposits.
- Develops and recommends short- and long-range operational plans, including budget, goals and capital needs, etc.
- Writes specifications, requests for proposal and obtains bids to secure necessary equipment and improvements.
- Acts as liaison to center advisory board, when needed; plans, promotes and facilitates meetings accordingly.
- Promotes center and facilities through media sources, public speaking and publication distribution.
- Prepares various requests; orders and maintains inventory.
- Maintains records and files; prepares various reports.
- Researches and prepares proposals for grants; administers grants; solicits donations and participates in fundraising activities.
- Participates on assigned teams.
- Achieves annual training goals.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the operation of recreation or community facility; thorough knowledge of community programs and related rules and regulations; thorough knowledge of the principles and practices of facility planning, programming and operations; ability to maintain order in a public facility; ability to establish and maintain effective working relationships with participants, associates and the general public; ability to plan and supervise the work of others.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited college or university with major course work in Recreation Administration or related field and considerable experience in the supervision of recreation or community facility programs and staff.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of First Aid, CPR and AED certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.